

Creative, Digital & Business Short Courses & Workshops

Useful Information & Terms and Conditions



These Terms and Conditions cover the Creative, Digital and Business Short Course and Workshops only. For Professional Workshops, Summer Art School Experience and Arts for Your People please refer to individual Terms and Conditions which can be found on our website.

Please take the time to read the important information below.

How to Apply

To apply for a place on your selected course please complete an enrolment form and return it with your full payment to:

The Short Course Team
Hereford College of Arts
Folly Lane
Hereford
HR1 1LT

Tel: 01432 845302
Email: shortcourses@hca.ac.uk

Enrolments are always welcomed by post or telephone. An enrolment form can be downloaded from our website www.hca.ac.uk or requested from the Short Course Team.

Fees

Payment for short courses should be made in full when enrolling; your place on a course is only secured when full payment has been made. Payments can be made using cash, cheque (made payable to Hereford College of Arts) or a debit/credit card.

Refunds

We regret that refunds will only be made in the event of the following and on the terms stated below:

- The College is unable to run the course due to insufficient numbers. In the event of this happening you will be offered the opportunity to switch to an alternative course that is running or receive a full refund.
- You request a refund no later than one week before the enrolment course deadline for that particular term. In this instance a refund of 50% of the course fee will be issued.

- You request a refund no later than two weeks before the enrolment course deadline for that particular term. In this instance a full refund of the course fee will be issued less an administration charge of £10.

Refunds for any other reason are only granted in exceptional circumstances at the discretion of the College. In this instance, please contact The Short Course Team.

Equality and Diversity

The College is committed to the elimination of all kinds of discrimination and will ensure that no applicant will be placed in any form of advantage or disadvantage for reasons of age, race, gender, health, marital status or civil partnership, ethnicity, disability, social economic background, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity.

Course Information

Short courses are open to everyone aged 16 and over. However, signed consent is required from your parent/carer, if you are under 18. Proof of age may be required. Please note our Life Drawing Short Course is open to those aged 18 and over. For further information please contact The Short Course Team.

Once enrolment for Short Courses is open, you may enroll on any course or workshop scheduled for the academic year, this includes enrolling on multiple terms of the same course.

Start dates, course codes and fees are listed below each individual course detail.

Places on each course are limited; allocation will be made on a first come, first served basis. A place is not guaranteed until full payment is made. Please note that you will be sent confirmation of your place prior to your course starting.

Term Dates

Evening courses run on a Tuesday or Wednesday evening from 6.30 - 9pm (this includes 10 minutes 'clearing away' time from 8.50pm to 9pm) and range from 5 week to 10 weeks in duration. Please check each of the course details within the brochure for individual variations.

Daytime courses are offered and these will be listed separately within the course details.

Please note courses run for consecutive weeks and do not break for half terms unless stated.

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Autumn Term Dates

Courses Start:

Week Commencing 25th September 2017

Courses Finish:

Week Commencing 27th November 2017

Enrolment Deadline:

Friday 22nd September 2017

Spring Term Dates

Courses Start:

Week Commencing 15th January 2018

Courses Finish:

Week Commencing 19th March 2018

Enrolment Deadline:

Friday 12th January 2018

Summer Term Dates

Courses Start:

Week Commencing 23rd April 2018

Courses Finish:

Week Commencing 21st May 2018

Enrolment Deadline:

Friday 20th April 2018

Parking

Please note both sites have ample parking; those attending a daytime short course are required to register their car at reception.

Access Cards

Please note that as the College operates a card entry system, you will be issued with an access card during your first session and will act as identification as well as allow you to access the campuses. The college takes the safety of students very seriously and therefore we request that you carry your Short Course Access card with you at all times.

Please note that the information provided in the brochure/ College website may be subject to variations; whilst every effort is made to ensure that the courses and facilities offered are as set out, it may be necessary in the interest of improvement to vary programmes at short notice and the College cannot guarantee that course contents will strictly conform to the outline description in the brochure/ on the College website. HCA reserve the right to cancel courses or facilities on offer where enrolment numbers are insufficient for the viability of the course or the facility, in which case a full refund of fees will be made. Hereford College of Arts is committed to achieving equality of opportunity for all those who work and study at the College.

Venues

Courses are held at either our Folly Lane or College Road Campus and individual course venues are noted alongside each course description.

A map for both venues can be found on the College's website www.hca.ac.uk Where a Campus is 'to be confirmed' please contact The Short Course Team who will advise you.

Materials

Basic materials are supplied where appropriate to get you started. There may be a requirement to purchase your own materials and you will be advised of this accordingly.

Clothing and Footwear

It is advised that you bring an apron or old shirt to wear and it is essential that you wear closed toe shoes,